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MINUTES OF THE MEETING OF THE  
CONTRACT REVIEW BOARD

1 June 1967

1. The meeting was opened by Mr. George E. Meloon, Director of Logistics, who addressed the Board on the reasons behind the establishment of a Contract Review Board and stressed the importance of Board membership as evidenced by the Director's request to approve all nominations for membership. Thus, the Board, acting through its high-caliber membership, will provide a real ability to review old procedures and tradition and establish new ones when desirable.

2. The meeting was then turned over to Mr. John F. Blake, Deputy Director of Logistics, who reviewed the recommendations approved by the Executive Director-Comptroller on 26 April 1967, making particular reference to subparagraphs 3b through 3d which empower the Director of Logistics to establish the Contract Review Board, to solicit nominations for membership, and to obtain an agreement on the Delegation of Authority to the Directorate Contracting Officers up to [REDACTED] It was stressed that the new Contracting Officers would not be detailed to the Directorates but, rather, they would actually be slotted in the Directorates with their Delegation of Authority coming directly from the Director of Logistics. The members were requested to submit their Deputy Director-approved requests for Delegation of Authority for their proposed Contracting Officers at the next Board meeting to be held on 8 June 1967.

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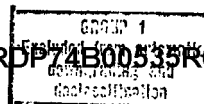
3. In connection with subparagraph 3e of the 28 March 1967 memorandum to the Executive Director-Comptroller which assigns top priority to the development of a Management Information System, it was announced that [REDACTED] Chief, Support Services Staff, DD/S, will give a briefing at the 15 June 1967 meeting concerning the full application of automatic data processing to all aspects of contractual actions. It was announced that a minimum-level Contract Information Control System was now being implemented with a target date of 1 August 1967. It is hoped that this interim system will provide great assistance in implementing the proposed changes in the Procurement System.

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4. The Chairman, [REDACTED] and the Executive Secretary, Mr. [REDACTED] were presented to the Board.

5. Mr. Blake presented the proposed sixteen-point plan for implementing the recommendations of the Deputy Director for Support. The plan is self-explanatory and presents the steps to be taken both collectively and individually. It was pointed out that one of the first items of business will be to approve a Board charter, as the Board cannot act officially until the charter is approved by the Deputy Director for Support. It

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was recommended and approved by the Board members that meetings will be held every Thursday at 11:00 a.m. until further notice. The month of July was set as the goal for having the Board fully operational and implementing the changes to the Procurement System. It was stressed that no changes will be made until after 1 July 1967 because of possible adverse disruptions during the year-end procurement rush.

6. Mr. Blake presented a draft of Statements of Authorities and Responsibilities for the Contract Review Board and requested that the members review the draft and present their acceptance or recommended changes at the meeting on 8 June 1967.

7. [ ] asked what the Director's statements were at the briefing on the proposed recommendations in the 28 March 1967 memorandum. Mr. Blake replied that the Director had only three questions and one comment. The three questions concerned:

- a. The signatory authority of the Contracting Officer;  
*NON-AGENCY FUNDED*
- b. The [ ] (Secret) relationship as related to the proposed changes;  
and
- c. A specific contract of over [ ] for the National Photographic Interpretation Center.

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The comment described the high-caliber personnel desired to be nominated for Board membership. Mr. Blake further explained that the briefing concerned:

- a. A review of the Director's legal authority to contract;
- b. A statistical review of the contracts in force and settlement;
- c. A summary of the recommendations of the Consultants [ ]  
[ ] and
- d. A presentation of the alternative recommendations of the Deputy Director for Support.

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8. Mr. Blake presented a draft of criteria for contract submission to the Board. The difference between contract actions and procurement requests was pointed out. It was suggested that the handling of procurement requests would probably differ among Directorates. Mr. Blake stressed that the function of the Board was not to make decisions regarding the technical aspects of procurement but, rather, to use procurement-request review as an aid to the Board in getting an early insight and providing guidance on the business and contractual aspects of the particular procurement. The Board was requested to review the criteria and submit its approval or recommended changes at the 8 June 1967 meeting.

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9. It was requested that the members, together with their respective Deputy Directors, establish a monetary amount of contract delegation to be given the the Contracting Officers who will be placed in their Directorates. The maximum amount that can be delegated is [ ] but it was suggested that the various Directorates may desire a lower figure. The Deputy Director-approved recommendations shall be presented at the next Board meeting.

10. The Board members were requested to determine the number of active contracts (those where performance has not been completed) below the requested delegation or \$ [ ] and present the statistics at the next meeting. It was pointed out that the actions where performance is complete will not be transferred to the Directorates.

11. Nominations for alternate Directorate Board members were requested to be presented to Mr. Blake before next week's meeting. These nominations must be in writing as they will be submitted to the Executive Director-Comptroller for approval.

12. After a brief informal discussion of the Board functions, the meeting was adjourned.

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